

# ASNUNTUCK COMMUNITY COLLEGE

## EMPLOYMENT OPPORTUNITY

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

DATE OF POSTING: January 13, 2016

POSITION: Custodian (1) Full-Time, 1<sup>st</sup> Shift, 37½ hours

7:00 a.m. – 3:00 p.m. Tuesday through Friday (with ½ hour meal break) and  
Saturday 8:00 a.m. - 4:00 p.m. (with ½ hour meal break)

DEPARTMENT: Building Maintenance

ANNUAL SALARY: \$1,201.81 biweekly (TE-9, Step 1) - \$1,668.63 biweekly (TC-9, Step 10)

CLOSING DATE: January 23, 2016

OPEN TO: **The public. State employees currently holding the above title of Custodian may apply for a lateral transfer. Those candidates appearing on Reemployment or SEBAC lists are given first consideration.**

**EXAMPLES OF DUTIES:** This incumbent will be responsible for performing custodial tasks and maintenance of areas such as classrooms, offices, auditoriums, and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment, sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required, including building closing support in evenings, along with Security Officer.

**MINIMUM QUALIFICATIONS REQUIRED/Knowledge, Skill and Ability:** Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping; computer/work order skills.

**EXPERIENCE AND TRAINING:** General Experience: Any experience and training which would provide the knowledge, skills and abilities listed above.

**PHYSICAL REQUIREMENT:** Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**WORKING CONDITIONS:** Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment.

**APPLICATION INSTRUCTIONS:** To be considered for this position, eligible applicants must submit a cover letter referencing this posted position (**JOB CODE: CUST**) and a completed State application ([CT-HR-12](#)).

Submit via mail to: **Asnuntuck Community College, JOB CODE: CUST, 170 Elm St., Enfield, CT 06082,**  
**fax (860) 253-3069**

**or e-mail [AS-Administration-HR@acc.commnet.edu](mailto:AS-Administration-HR@acc.commnet.edu)**

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.  
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator [yzelinka@asnuntuck.edu](mailto:yzelinka@asnuntuck.edu) (860) 253-3092 and Katie Kelley Section 504/ADA Coordinator, [kkelley@asnuntuck.edu](mailto:kkelley@asnuntuck.edu) (860) 253-3011, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.